

**Revised BY-LAWS
THE BOYLE COUNTY BAND ASSOCIATION, INC.**

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be "The Boyle County Band Association, Inc."

ARTICLE II. PURPOSE

Section 1. Nonprofit Purpose

The Boyle County Band Association, Inc. ("Association") is a non-stock, non-profit Association organized exclusively for charitable and educational purposes, including but not limited to, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent Federal tax laws).

Section 2. Specific Purpose

The specific objectives and purpose of this organization shall be:

- (a) Arouse and maintain an enthusiastic interest in the various aspects of the Band Programs within the Boyle County School System.
- (b) Lend all possible support, including but not limited to moral, technical and financial, to the Band Programs of the Boyle County School System.
- (c) Cooperate with those teachers and administrators in charge of the Band Programs, the Schools, and the School Board, to the end that Band Programs be developed, and the students' music talents be developed to the highest possible level.
- (d) No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private person, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- (e) Notwithstanding any other provision of these By-Laws, the Association shall not carry on any other activities not permitted to be carried on (a) by a Association exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent Federal tax laws), or (b) by a Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent Federal tax laws).

ARTICLE III. MEMBERSHIP

Section 1. Eligibility for Membership

The membership of The Boyle County Band Association, Inc. shall not be limited. Anyone interested in the progress and development of the Band Programs of the Boyle County School System is considered to be an active member.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1. Regular Meetings

- (a) The regular meetings of The Boyle County Band Association, Inc. shall be held on the first Monday of the month at 7:00 p.m. except when the meeting falls on a holiday. The meeting will then be held on the next available day at 7:00 p.m. or at a date/time established by the Executive Board.
- (b) The meeting will be held at the Band Room, Boyle County High School, Perryville Rd, Danville, KY 40422 unless otherwise noted by the President.

Section 2. Annual Meetings

An annual membership meeting shall be scheduled in conjunction with the Spring Concert as determined by the band director.. A review of the organizations financial status, brief report on activities and accomplishments and planned goals for the upcoming year shall be presented to the membership.

Section 3. Special Meetings

Notice of Special Meetings shall be called by the President with a notice of no less than 72 hours.

Section 4. Quorum

A quorum shall be defined as 6 general members. This 6 will not include any elected officer. The Parliamentarian and Redbook Advisor shall have voting privilege in any meeting except the Executive Board Meetings.

Section 5. Voting

All issues to be voted on shall be decided those present at the meeting in which the vote takes place.

ARTICLE V. EXECUTIVE BOARD

Section 1. General Powers

The Executive Board shall have general supervision of the affairs of The Boyle County Band Association, Inc.

Section 2. Membership of Executive Board

The Executive Board shall be composed of the elected officers of The Boyle County Band Association, Inc. The Band Director, immediate past President, Parliamentarian and Red Book Advisor will be in attendance and shall have no voting privileges.

Section 3. Regular Meetings

- (a) The Executive Board shall meet prior to each general meeting to discuss policy issues and set the agenda for the general meeting or at times deemed necessary by the President to determine policy.
- (b) The Executive Board may invite any person(s) as needed to discuss matters being present during Executive Board meeting. This invitation from the Executive Board does not constitute a privilege to vote.

Section 4. Quorum

A majority of the members of the Executive Board shall constitute a quorum.

Section 5. Advisors to the Executive Board and General Membership

(a) Parliamentarian

1. Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order. President may also call upon the Parliamentarian for clarification.
2. The Nominating Committee shall appoint a Parliamentarian to serve in term with the current officers.
3. The qualifications and term of appointment will be the same as the officers as well as resignation and removal.

(b) Redbook Advisor

1. Any questions concerning Redbook procedure at meetings shall be determined by the Redbook Advisor.
2. Redbook Advisor will need to complete all training as provided by the Kentucky Department of Education which may include webinars, documents, and other material.
3. The Nominating Committee shall appoint a Redbook Advisor to serve in term with the current officers.
4. The qualifications and term of appointment will be the same as the officers as well as resignation and removal.

ARTICLE VI. OFFICERS

Section 1. Officers

The officers of the Association shall be a President, 1st Vice President - Operations, 2nd Vice President - Finance, Corresponding Secretary, Recording Secretary, Treasurer and Associate Treasurer.

Section 2. Qualifications and Term of Office

- (a) Every officer shall be a regular member of the Association. The term of office for all officers shall be one (1) year from July 1 through June 30 of the following year.
- (b) Every officer shall be responsible for Redbook Protocol.
- (c) Person may serve in the same office for no more than a two (2) consecutive terms.

Section 3. Resignation of Officers

Any Officer may resign at any time by giving notice in writing to the Executive Board, the President or the Recording Secretary of the Association. A resignation shall be effective

at the time specified therein, or if no time is specified, at the next regular meeting of the Executive Board which takes place following receipt of the written resignation.

Section 4. Removal from Office

Any officer may be removed from office for good cause, including, but not limited to, neglect of office, incapacity, or misconduct, by a vote of two-thirds (2/3) of the entire membership of the Executive Board, excluding the officer whose removal is under consideration.

Section 5. Vacancies

In the event of a vacancy in the office of the President, the 1st Vice President shall immediately assume the office. A vacancy in an officer position, other than the office of President, shall be filled by majority vote of the General Membership at a regular or special meeting.

Section 6. Duties of Officers

(a) President

The President shall have the following duties:

1. He/She shall preside at all meetings.
2. He/She shall appoint all committees, and shall be ex-officio of all committees, except the Nominating Committee, or appoint Vice-President(s) in his/her place.
3. He/She shall have the power and duties usually vested in the office of the President.
4. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the Executive Board.

(b) 1st Vice President – Vice President of Operations

The 1st Vice President shall have the following duties:

1. He/She shall perform all duties of the President when the President is absent and when so acting shall have all the powers assigned.
2. He/She shall serve on the Visual Performance Committee and Events Committee as a member.
3. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

(c) 2nd Vice President – Vice President of Finance

The 2nd Vice President shall have the following duties

1. He/She shall perform all duties of the President when the President and the 1st Vice-President are absent and when so acting shall have all the powers assigned.
2. He/She shall serve on the Finance Committee, Fundraising Planning Committee, and Fundraising Execution Committee as a member.
3. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

(d) Recording Secretary

The Recording Secretary shall have the following duties

1. He/she shall record and maintain minutes from all meetings, including but not limited to Regular Meetings, Executive Board Meetings, and Special Meetings.
2. He/she shall maintain all Medical Forms and Emergency Forms as required by School Policy.
3. He/She shall make the minutes of the regular meeting available in a secure manner to the Corresponding Secretary at least one week prior to the next regular meeting.
4. He/She shall make the minutes of a special meeting available in a secure manner to the Corresponding Secretary at least 72 hours after the special called meeting.
5. He/she shall maintain a contact list of all parents with Background checks for chaperoning purposes.
6. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

(e) Corresponding Secretary

The Corresponding Secretary shall have the following duties

1. He/She shall maintain all communications, including but not limited to Facebook, Website, and email.
2. He/She shall coordinate with Director to distribute message via paper or electronically to students during school year as needed.
3. He/She shall send the minutes of the regular meeting available in a secure manner to the general membership at least one week prior to the next regular meeting.
4. He/She shall send the minutes of a special meeting available in a secure manner to the general membership at least 72 hours after the special called meeting.
5. He/She shall be responsible for maintaining the Boyle County Marching Band Handbook.
6. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

(f) Treasurer

The Treasurer shall have the following duties

1. He/She shall prepare a monthly report for all Regular Meetings.
2. He/She shall prepare an annual report for the Annual Meeting.
3. He/She shall prepare and maintain a regular book of accounts showing all funds received and all expenditures made by the Association.
4. He/She shall pay all expenditures as needed.
5. He/She shall ensure all deposits are presented to the bank.
6. He/She shall work with Associate Treasurer in a training capacity to prepare the Associate Treasurer to succeed Treasurer the following year.
7. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

(g) Associate Treasurer

The Associate Treasurer shall have the following duties

1. He/She shall prepare and send all deposits to the Treasurer for review.
2. He/She shall record and report all monies received i.e., Fund Raising monies, Black Box and Pay Pal to Treasurer.
3. He/She shall shadow and learn from Treasurer in preparation to succeed the Treasurer for the following year.
4. He/She shall have such other duties as set forth in these bylaws or as may be assigned from time-to-time by the President or the Executive Board.

Section 7. Election of Officers

- (a) The Nominating Committee shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices. Nominations shall also be received from the floor after the report of the Nominating Committee. The nominee must be in attendance to accept the nomination.
- (b) The election shall be held at the annual meeting. Those officers elected shall serve a term of one (1) year, commencing at the July meeting following the annual meeting.
- (c) Officers are to be elected by secret ballot at the annual meeting.
- (d) Any member of The Boyle County Band Association, Inc. shall be eligible for office.
- (e) A majority vote of the members present shall constitute an election.

ARTICLE VII. COMMITTEES

Section 1. Nominating Committee

- (a) The Nominating Committee shall be appointed by the President no earlier than October and no later than the January meeting.
- (b) The committee shall be made of 5 members.
- (c) The committee shall not have any current officers assigned.
- (d) The report of the nominating committee shall be made to the Executive Board no later than March Meeting, or at a meeting called by the President.
- (e) The Committee shall also assign one (1) Parliamentarian and one (1) Redbook advisor.
- (f) The Committee shall also be responsible for completing a secure secret ballot vote at the annual meeting.

Section 2. Standing Committees

- (a) Standing Committees are organized for the planning of all Association activities and business. The execution of the work may be completed by any volunteer and is not required to be a member of the committee.
- (b) All committees shall submit minutes of committee meetings to Recording Secretary one week from the meeting date.
- (c) Each standing committee shall be chaired by a member of the General Association.
- (d) A general member shall only chair one committee.
- (e) Meeting times to be determined once committee is set and active.
- (f) A quorum will be defined as a majority at committee meetings.

1. Finance Committee

- a. Finance Committee shall be consisting of 5 members: the 2nd Vice-President – Finance, Treasurer and three other Association members.
- b. The Finance Committee shall be responsible for developing and reviewing fiscal procedures and the annual budget with the Executive Board.
- c. The budget and all expenditures must be within budget. Any change to the total budget must be reviewed by the Finance Committee, approved by the Executive Board, and passed by a majority vote by General Membership.

2. Event Committee

- a. Event Committee shall be consisting of 7 members: the 1st Vice-President – Operation and six other Association members.
- b. The Event Committee shall work together in planning and execution of the following but is not limited to just this list:
 - i. New Parent Liaison
 - ii. Parades
 - iii. Spring Concert
 - iv. Band Banquet
 - v. Meet and Greet
 - vi. New member recruitment
 - vii. Any other event which is assigned by the Director or Executive Board.

3. Fundraising Planning

- a. Fundraising Planning Committee shall be consisting of 3 members: Associate Treasurer, and two other Association members.
- b. The Fundraising Planning Committee shall be responsible for developing a fundraising plan for the next fiscal year which includes, but is not limited to, a fundraising activity once a quarter.
- c. The committee shall develop a donor program.
- d. Plan shall be submitted to Executive Board for approval by the January Meeting.
- e. Committee shall also gain approval from School Board as required by Redbook.

4. Fundraising Execution

- a. Fundraising Execution Committee shall be consisting of 5 members: Treasurer, and 4 other Association members.
- b. The Fundraising Execution Committee shall be responsible for implementing the approved Plan from the Executive Board.
- c. The Committee shall only make changes to plan as approved by the Executive Board.

5. Visual Performance Committee

- a. Visual Performance Committee shall be consisting of 7 members: 1st Vice-President-Operations, and 6 other Association members.
- b. Building, cleaning, maintaining of
 - i. Props
 - ii. Uniforms
 - 1. Marching
 - 2. Guard
 - 3. Concert
 - iii. Equipment

1. Marching
2. Guard
3. Concert

ARTICLE VIII. FISCAL AFFAIRS

1. The Fiscal Year shall be July 1 to June 30.
2. There shall be no dues required to be a voting member of The Boyle County Band Association, Inc.
3. The budget for the Association shall be approved by the Association and presented to the School Board by July 1.
4. At the annual meeting, a year to date financial report shall be given. A complete annual report shall be presented at the June meeting.
5. All checks shall be co-signed by the Treasurer and one other officer approved to be a signatory on the account, except the Associate Treasurer.
6. The yearly budget shall set aside the sum of two thousand five hundred dollars (\$2,500.00) to be used only for the purchase of new uniforms for the band. A portion of the budgeted money shall be placed in a separate interest bearing account to produce the highest possible yield, as directed by the Executive Board every quarter until the total yearly budget is met. The benefits of the account shall be reviewed by the annual meeting. Any funds from the sale of band uniforms shall be applied to the uniform account.
7. The yearly budget shall set aside the sum of one thousand dollars (\$1000.00) to be used only for the purchase and/or maintenance of transportation vehicles and/or trailers used for supporting the Band. A portion of the budgeted money shall be placed in a separate interest bearing account to produce the highest possible yield, as directed by the Executive Board every quarter until the total yearly budget is met. The benefits of the account shall be reviewed by the annual meeting. Any funds from the sale of transportation shall be applied to the transportation account.
8. Funds from the sale of any material used to support the band will be applied to that specific GL account.
9. The President(s) is authorized to spend up to \$50 for flowers or other appropriate expenditures to represent the Association should a member of the band, parent of a band student, or member of The Boyle County Band Association, Inc. fall ill or pass away. Furthermore, upon approval of the Executive Board, the Association President is authorized to spend \$50 to represent the band for any occurrence that is appropriate for the Association to send a memorial or condolence.

ARTICLE IX. BOOKS AND RECORDS

The Association shall keep complete books and records of accounts and minutes of the proceedings of the Association, Executive Board and Committees.

ARTICLE X. By-Laws

1. Review of the By-laws

- a. A committee of 5 general members will be appointed by the President to review the By-laws.

- b. The committee will be established at the beginning of the fiscal year in an odd calendar year.
- c. The committee will report to the general membership at the January Regular Meeting.

2. Revisions

- a. Changes to 4 or more articles will be concerned a revision of the By-laws
- b. Notice of the proposed revisions shall be made at any regular meeting at least one month prior to the vote of the general membership.
- c. Revisions will be approved by a 2/3 vote of the members present at any regular meeting.

3. Amendments

- a. Notice of the proposed amendments shall be made at any regular meeting at least one month prior to the vote of the general membership.
- b. Amendments will be approved by a 2/3 vote of the members present at any regular meeting.

ARTICLE XI. RULES OF PROCEDURE

The Revised Robert’s Rules of Order shall be the procedural rules followed at all meetings insofar as applicable and not inconsistent with these By-Laws.

ARTICLE XII. DISSOLUTION

Upon dissolution of this Corporation, all corporate assets shall be distributed to benefit music education in the Boyle County Schools or for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future federal tax code).

Certificate

The undersigned officers hereby certify that the above constitutes a true and correct copy of the Revised Bylaws of the Boyle County Band Association, Inc., as approved by a two-thirds vote of the members present and voting at a duly called meeting held on the _____ day of

_____.

Attest:

Co-President

Co- Secretary